

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

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| REQUISITION NO: <u>DNR01323052</u> | DATE POSTED: <u>03/11/22</u> | |
| POSITION NO: <u>245066</u> | CLOSING DATE: <u>03/31/2022 by 5pm</u> | |
| POSITION TITLE: <u>Registered Land Surveyor</u> | | |
| DEPARTMENT NAME / WORKSITE: <u>Navajo Land Administration - St. Michaels, AZ</u> | | |
| WORK DAYS: <u>Monday - Friday</u> | REGULAR FULL TIME: <input checked="" type="checkbox"/> | GRADE/STEP: <u>BQ67A</u> |
| WORK HOURS: <u>40 per week</u> | PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____ | \$ <u>58,275.08</u> PER ANNUM |
| SENSITIVE <input checked="" type="checkbox"/> | SEASONAL: <input type="checkbox"/> DURATION : _____ | \$ <u>27.91</u> PER HOUR |
| NON-SENSITIVE <input type="checkbox"/> | TEMPORARY: <input type="checkbox"/> | |

DUTIES AND RESPONSIBILITIES:

Supervises difficult professional land surveys with final examination and certification of legal survey plats for the Navajo Nation. Supervises all aspects of legal land surveys on the Navajo Nation to ensure compliance with Navajo Nation laws on Federal Trust Land and Navajo Fee Lands; Survey compliance with US Department of Interior Bureau of Indian Affairs (BIA) Land Trust Records office; and US Bureau of Land Management (BLM) Manual of Instructions for the Survey of Public lands of the United States, 2009; Utilize State(s) Cadastral Offices to control surveys of locating geographic positions and perpetuation of the existing Public Land Survey System (PLSS). Oversees land withdrawn surveys of residential, economic and community development for the Navajo Nation Land Department. Provides professional oversight for the Five (5) Agency Navajo Land Offices (NLO) including Utah NLO for final review and acceptance of Technician's survey plats. Prior to certification of legal surveys, approves and reviews Technician's field notes and survey calculations for accuracy of survey data, including measurement and assumes full legal responsibility for the survey work at the best interest of the Navajo Land Department and for legal redecoration of documents into the Navajo Nation system. Provide training for Technicians in respect to determination of survey methods, computer geodetic measurements and interpret survey in order to determine positions, shapes and elevations of geomorphic and topographic features. Ensure ground surveys establish baseline, elevation and other geodetic measurements. Provide instructions for technicians on preparation of field entries; note reduction; develop standard for computerized drafting and template for official Navajo Nation survey plats; instruct calculation of heights, depths, relative positions, property lines, shape and contours, locations, evaluations, and dimension of land or land features. Supervises preparation of all data, chart plots, maps, record and documents related to land surveys. Ensure descriptions of property boundary surveys for use in deeded, leases, or other legal documents are established using the cadastral survey control points for accuracy of surveys performed on the Navajo Nation. Represent the Navajo Land Department with oversight to ensure all surveys on the Navajo Nation are monitored through control approval for permission to survey and compliance with the Navajo Nation Survey Policy Manual. Monitor tribal entities, business, private and chapters land use plans development and land withdrawal for community and economic development to ensure legal descriptions are correct. Review surveys plats of lands the Navajo Nation is purchasing to ensure the correct acreages is described in title and deeds.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Land Surveying or closely related field; and six (6) years of progressively responsible electronic surveying experience involving the supervision of legal survey plats and interpretation of Federal, State BLM and Navajo Nation Survey Standards/Policies; or an equivalent combination of education and experience

Special Requirements:

- A favorable background investigation.
- Possess a Registered Surveyor License.
- Possess a valid state driver's license

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of electronic and optical survey methods, practices and procedures. Knowledge of federal, state and Navajo Nation laws, rules, regulations, practices and procedures related to establishment of land boundaries and survey points. Knowledge of legal land description methods and practices. Knowledge of GIS, AutoCAD, Eagle Point, Carlson Survey software, and GPS mapping systems. Knowledge of computer hardware, software and peripherals. Knowledge of management and administration practices and procedures. Knowledge of researching historical and legal documents and records. Skill in utilizing verbal and written communication in the development of legal descriptions, records, presentations and information. Skill in prioritizing, scheduling, assigning, reviewing and evaluating work. Skill in conducting surveys requiring technical expertise. Skill in instructing less experienced surveyors and technicians in surveying process and procedure. Skill in utilizing GIS and GPS computer software in the development of survey maps and legal descriptions. Skill in presenting information to land owners and chapters regarding land withdrawals. Skill in utilizing public relations techniques when responding to inquiries and complaints. Skill in establishing and maintaining effective working relationships.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.